

*Ball State University*  
*School of Extended Education*

## **Admission and Registration Process**

Please read and complete the following instructions carefully to ensure credit will be received for the class. Filling out an application and registration form begins the process, but the process is not complete until all requested materials have been received, evaluated, and you are officially admitted.

### **1. Get Admitted**

Students must be admitted in order to receive university credit. The graduate admission application may be completed online at [www.bsu.edu/gradschool/](http://www.bsu.edu/gradschool/). If you have applied to the Graduate School within the last two years, contact the Graduate School at 1-866-285-4723 or [gradschool@bsu.edu](mailto:gradschool@bsu.edu) to inquire about your status. The application fee is \$25 for BSU alumni and \$35 for non-BSU alumni. You may pay the application fee online immediately after submitting the electronic application. If you prefer to pay the application fee by mail, make the check or money order payable to Ball State University and mail to: Graduate School, Ball State University, 2000 W. University Ave., Muncie, Indiana 47306. Transcripts are required from each institution that you attended beyond high school and should be mailed to the Graduate School. **The application does not guarantee admission into a degree program.**

### **2. Get Registered**

You may register for classes online at [www.bsu.edu/distance/schedule](http://www.bsu.edu/distance/schedule) (Click Course Registration Form). Once the registration is processed, an e-mail confirmation will be sent to your BSU e-mail account. To access your mailbox, go to [www.bsu.edu/webmail](http://www.bsu.edu/webmail).

You will need a **BSU username and password** to register for classes and to access your BSU e-mail account. If you are a first-time student, this information will be sent to you upon admission. If you are a continuing student and do not have an account or you have forgotten your password, e-mail [distance@bsu.edu](mailto:distance@bsu.edu) to request this information. Please note that usernames and passwords cannot be generated until you are fully admitted to the university.

### **3. Pay Your Fees**

You may pay for your classes online during the registration process or wait for an electronic bill. Printed bills are no longer mailed to students. A notification is sent to your Ball State e-mail account when your bill is ready to be viewed. Additional tuition and payment information can be found at [www.bsu.edu/distance/tuition](http://www.bsu.edu/distance/tuition).

### **Important Information**

**Refunds:** Refunds are determined by the date the School of Extended Education receives the drop or withdrawal form ([www.bsu.edu/distance/withdrawal](http://www.bsu.edu/distance/withdrawal)). For additional information about policies and procedures, visit [www.bsu.edu/distance/policies](http://www.bsu.edu/distance/policies).

**Drop deadline:** The drop deadline to receive a 100% refund is the first week of class or the first day of class for a workshop. The withdrawal period begins the following week/day. The amount of refund declines rapidly each week/day.

**Transcripts:** Upon completion of the class, you may request a free transcript. For more information, visit <http://www.bsu.edu/registration/transcripts/>.